



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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STATE SUPERINTENDENT

March 24, 2015

MEMORANDUM

TO: Principal Timothy Reese, Benton Harbor High School
Dr. Leonard Seawood, Superintendent, Benton Harbor Area Schools

FROM: Bill Witt, Supervisor, School Improvement Support Unit *B. W.*

SUBJECT: Early Warning Notice for Possible Discontinuation of SIG Funding

In order to ensure that all aspects of the School Improvement Grant (SIG) are compliant and being implemented, a SIG Monitor/Facilitator is assigned to each school awarded a grant. SIG Monitors/Facilitators liaise between the school, central office, and Michigan Department of Education. Additionally, these facilitators work directly with schools to provide on-going technical assistance for grant implementation. Monitors provide written documentation on compliance and level of implementation of the SIG requirements in the form of monthly or bi-monthly reports submitted to MDE. Bi-annual program and fiscal compliance evaluations are also conducted in order to monitor and document the grant implementation progress. These are all used to determine continuation of funding for SIG grantees.

After careful review of reports and the Mid-year program review conducted February, 2015, the following indicators have been determined to be non-compliant and/or not yet implemented thus prompting an "Early Warning" notice:

Indicator	Evaluation Mark	Corrective Action
Evidence exists the school uses locally adopted competencies to measure the effectiveness of staff who can work within the turnaround environment to meet student needs.	✓Non-Compliant	<ul style="list-style-type: none"> Provide clearly defined components of the teacher evaluation system that identifies percentage devoted to improving student achievement. Provide resumes for all instructional staff.
Evidence exists the school has screened all existing staff and rehire no more than 50 per cent.	✓Non-Compliant	<ul style="list-style-type: none"> Provide comprehensive list of staff before implementation of Turnaround. Provide documentation of the screening process to determine the selection of no more than 50% were rehired.

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Evidence exists has selected new staff.	✓Non-Compliant	<ul style="list-style-type: none"> • Provide current list of staff after implementation of turnaround. • Provide date of hire of each new staff member.
Evidence exists the school has implemented strategies such as financial incentives, increased opportunities for promotion and career growth, and more flexible work conditions.	✓Non-Compliant	<ul style="list-style-type: none"> • Provide any evidence that one or more strategies have been implemented for financial incentives or other opportunities of growth.
Evidence exists the school has adopted a new governance structure. (May include turnaround office/turnaround leader who reports to the Superintendent or Chief Academic Officer.)	✓Non-Compliant	<ul style="list-style-type: none"> • Provide building organization chart for the work of the SIG. • Provide resumes and job descriptions for all SIG positions. • Provide detailed information on the role and duties of the district turnaround specialist
Evidence exists the school uses data to identify and implement an instructional program that is research-based and vertically aligned from one grade to the next as well as with State academic standards.	✓Non-Compliant	<ul style="list-style-type: none"> • Provide a comprehensive and detailed vision of instructional reform strategies. • Provide copies of the working document/Unpacking Tool • Provide Pacing Guides • Provide Scope and Sequence Documents. • Provide evaluation of Data Coach effectiveness.
Evidence exists the school promotes continuous use of student data to inform and differentiate instruction to meet student needs.	✓Not Yet Implemented	<ul style="list-style-type: none"> • Produce a draft of the plan being developed by Data Coach that demonstrates how data will be used to the meet the needs of student to drive instruction and intervention. • Provide evidence that PLCs are taking place and that they are being implemented with fidelity, i.e. samples of sign-in sheets, agendas, meeting minutes.
Evidence exists the school has established schedules and implement strategies that provide increased learning time.	✓Non-Compliant	<ul style="list-style-type: none"> • Provide copies of the former schedule and current schedule to demonstrate that increased learning has been implemented.
Evidence exists the school provides appropriate social-emotional and community-oriented services and supports for students.	✓Non-Compliant	<ul style="list-style-type: none"> • Provide documentation from the Mental Health Specialist that demonstrates that the needs of students are being addressed.

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Evidence of the above indicators and corrective actions must be in place by June 1, 2015. Failure to adhere to the corrective action(s) in conjunction with any additional findings from the Year-End Program and Fiscal Compliance Review (to be conducted in May-June) and the SIG Monitor/Facilitator reports may result in the discontinuance of your SIG funding for years 2 (2015-2016) and year 3 (2016-2017).

If you have questions or concerns about your current status, please contact either your SIG Monitor/Facilitator, Tom Kowalski at KowalskiT@michigan.gov, Dr. LaWanna Shelton, Education Consultant at sheltonl@michigan.gov , or me, WittB1@michigan.gov to discuss these issues.

Thank you for attending to these issues.